

2018/2019 ARTS Engage! Request for Qualifications (RFQ)

RFQ 064-18-1150 APPLICATION

The County of Lackawanna
Department of Human Services,
Office of Youth and Family Services
DHS/OYFS
in partnership with
The Department of Arts and Culture

Release Date:
March 5, 2018

Questions Submitted by:
March 15, 2018

Mandatory Informational Session
held at:
Electric City Trolley Museum
March 23, 2018
9am-10am

RFQ Deadline:
2:00 pm April 13, 2018

Contract Effective Date:
July 1, 2018

Contract End Date:
June 30, 2019



PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS by

FRIDAY, April 13, 2018 by 2:00 p.m.

Four (4) copies of the proposal must be provided. Proposals must be submitted to the

Board of Commissioners c/o: Andrew M. Wallace, Chief of Staff
200 Adams Avenue, 6th Floor
Scranton, Pennsylvania 18503.

Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal and the RFQ number clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.

The 2018-2019 ARTS Engage! Consortium RFQ Application is available in as a word .DOC or PDF format your convenience. The four to six (4-6) page narrative may be submitted as a word document. Artist bio or resume (1-2 pages ONLY) is mandatory. Work samples are no longer required, but must be provided upon request. Please submit a legible application for the review panel to fully understand your request.

2018/2019 ARTS ENGAGE! Request for Qualifications (RFQ)

RFQ 064-18-1150 APPLICATION

APPLICANTS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS

**2018/2019ARTS Engage! Consortium RFQ 064-18-1150
Partnership Form**

APPENDIX "A"

Name of Coordinating Consortium Partner				Date	
Mailing Address			City		Zip
Federal Tax ID #			Phone		Fax
Coordinating Partner Contact		Title	Email		Contact Phone
Alternate Contact 1		AC 1 Title	AC 1 Email		AC 1 Phone
Alternate Contact 2		AC 2 Title	AC 2 Email		AC 2 Phone
Emergency Contact			Emergency Phone		Emergency Cell or other
	Anticipated number of Students to be served	Anticipated number of Artists-Instructors	Artist Instructor Ratio to students	Venue of Program Location (s)	
Elementary Program					
Middle School Program					
High School Program					
Overall Total					
					Requested Amount
					\$

**2018/2019ARTS Engage!
Consortium RFQ 064-18-1150**

APPENDIX "B"

Use this form to list your key consortium partners, the organizations they represent,
their role for this project and their phone number.

In the "code" column, use one or two letters to indicate:

“P” **Partner** – key leaders of the consortium who meet
together to plan and shape programs

“B” **Business** who may be hired

“TA” **Teaching Artist**

“M” **Mentor** or Mentoring Organization

“A” **Advisor** – people playing a supporting or consulting role

“V” for **Venue**

Social Services Organization					
Contact Name	Code	Organization	Phone	Mobile	email
Arts Organization					
Contact Name	Code	Organization	Phone	Mobile	email

2018/2019 ARTS Engage!

Consortium RFQ 064-18-1150 - Partnership Form A

APPENDIX "C"

Use this form to list your key consortium partners, the organizations they represent,
their role for this project and their phone number.

In the "code" column, use one or two letters to indicate:

"P" Partner – key leaders of the consortium who meet together to plan and shape programs

"B" Business who may be hired

"TA" Teaching Artist

"M" Mentor or Mentoring Organization

"A" Advisor – people playing a supporting or consulting role

"V" for Venue

Community Organization					
Contact Name	Code	Organization	Phone	Mobile	email
Teaching Arts					
Contact Name	Code	Organization	Phone	Mobile	email

**2018/2019 ARTS Engage!
Consortium RFQ 064-18-1150**

APPENDIX "D"

Use this form to list your key consortium partners, the organizations they represent,
their role for this project and their phone number.

In the "code" column, use one or two letters to indicate:

"P" Partner – key leaders of the consortium who meet together to plan and shape programs

"B" Business who may be hired

"TA" Teaching Artist

"M" Mentor or Mentoring Organization

"A" Advisor – people playing a supporting or consulting role

"V" for Venue

Schools / Universities / Colleges					
Contact Name	Code	Organization	Phone	Mobile	email
Arts Organization					
Contact Name	Code	Organization	Phone	Mobile	email

RFQ 064-18-1150 ARTS Engage!

2018 / 2019-Budget

APPENDIX "E"

EXPENSES		Elementary Program	Middle School	High School	Consortium Amount
Consortium Administrative					
	Administrative Salaries				
	Benefits				
	Administration Area (space, utilities, phone)				
Program Personnel					
	Artists - Instructors				
	Program Staff				
	Arts Organization				
	Advisory Consultants				
Materials - Supplies					
Marketing Materials					
Transportation					
	Transportation for students to attend program				
	Transportation for off Site Programs				
	Transportation for Field Trips - Outings				
	TOTAL EXPENSES				
INCOME					
	ARTS ENGAGE! Consortium Request amount				
	TOTAL EXPENSES				
IN-KIND SUPPORT					
	TOTAL IN-KIND SUPPORT				
BUDGET SUMMARY					
	ARTS ENGAGE! amount requested				
	Cash Matched <i>(confirmed and anticipated) amount not including ARTS Engage! consortium amount</i>				
	In-Kind Support <i>(total donated services and materials)</i>				
	TOTAL BUDGET				

Worksheet

Any personnel cost for Arts Engage! programs should be broken down per day, per hour and or per session

Cost per day day/hour session	Number of days/hours sessions	Total
-------------------------------------	-------------------------------------	-------

Coordinating Partner direct administrative costs			
Admin			
Other			
Other			
Coordinating Partner direct admin. costs Total			
Elementary Program			
Teaching Artist 1			
Teaching Artist 2			
Teaching Artist 3			
Teaching Artist 4			
Teaching Artist 5			
Program Staff 1			
Program Staff 2			
Program Staff 3			
Program Staff 4			
Other			
Other			
Elementary Program Total			
Middle School Program			
Teaching Artist 1			
Teaching Artist 2			
Teaching Artist 3			
Teaching Artist 4			
Teaching Artist 5			
Program Staff 1			
Program Staff 2			
Program Staff 3			
Program Staff 4			
Other			
Other			
Middle School Program Total			
High School Program			
Teaching Artist 1			
Teaching Artist 2			
Teaching Artist 3			
Teaching Artist 4			
Teaching Artist 5			
Program Staff 1			
Program Staff 2			
Program Staff 3			
Program Staff 4			
Other			
Other			
High School Program Total			